# TL;DR – Quick Start

This runbook shows how to use ChatGPT as a **support system** across hiring stages where structured, text-heavy work benefits from consistency—while keeping humans fully accountable for decisions.

Below are five core use cases with example prompts you can reuse safely.

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**TL;DR Reference Table (PDF-Safe)**

| Hiring Stage | Purpose | Prompt (Reusable) |
|---|---|---|
| Job Description Writing | Draft clear, outcome-focused JDs | Create a job description for a mid-level backend engineer. Focus on outcomes, not task lists. Separate required skills from optional skills. Keep tone neutral and inclusive. Avoid buzzwords and exaggerated expectations. |
| Resume Normalization | Convert resumes into structured summaries | Summarize this resume using the criteria below. Quote evidence from the resume for each criterion. Do not infer missing information. |
| Resume Scoring | Apply consistent, criteria-based scoring | Score this candidate against each criterion on a 1–5 scale. Provide one sentence of evidence per score. Do not recommend hiring decisions. |
| Interview Design | Create structured interviews by competency | Design a structured interview for a mid-level frontend engineer. Map each question to a specific competency. Include both behavioral and technical questions. |
| Post-Interview Notes | Standardize evaluation summaries | Summarize these interview notes into strengths, concerns, and open questions. Do not recommend hiring decisions or rankings. |

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# Where ChatGPT Fits in the Hiring Funnel

Hiring often breaks down when effort is uneven across stages. Some steps get rushed, others overloaded, and decisions start to vary depending on who handles them.

ChatGPT works best as a **support layer** alongside existing hiring processes. When applied deliberately, it reduces manual friction while keeping humans fully in control.

### Hiring Stages Where ChatGPT Adds Value

ChatGPT performs best in **repeatable, text-heavy tasks** that do not require final authority:

- Drafting and refining job descriptions
- Normalizing and comparing resumes
- Generating screening questions
- Designing interview structures and questions
- Summarizing post-interview notes

Used correctly, it improves consistency across reviewers while preserving human judgment.

### Where ChatGPT Should *Not* Be Used

Certain tasks must remain fully human-led:

- Final hiring or rejection decisions
- Culture-fit or personality judgments
- Legal or compliance evaluations
- Diversity, equity, and inclusion determinations

ChatGPT processes patterns in text—it does not understand consequences or accountability.

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## Mini-Checklist: Task Suitability

Before using ChatGPT in any hiring step, confirm:

- Is the task primarily text-based?
- Can clear input criteria be defined?
- Will a human review the output?
- Does the task avoid sensitive personal data?

Only when all answers are **yes** should ChatGPT be applied.

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## Writing Better Job Descriptions with ChatGPT

Strong job descriptions set the tone for the entire hiring process. Because job seekers spend only seconds reviewing requirements, clarity matters.

ChatGPT works best as a drafting partner—while humans define expectations, scope, and success metrics.

**Job Description Prompt Framework**

Before prompting, gather:

- Role purpose and business outcomes
- Core responsibilities (5–7 max)
- Must-have vs. nice-to-have skills
- Seniority level and ownership scope
- Early screening signals

**Prompt Column (Reusable)**

| Purpose | Prompt |
| --- | --- |
| JD Drafting | Create a job description for a mid-level backend engineer. Focus on outcomes, not task lists. Separate required skills from optional skills. Keep tone neutral and inclusive. Avoid buzzwords and exaggerated expectations. |

**Job Description Workflow**

1. Draft the JD using a structured prompt
2. Review for bias or unnecessary exclusions
3. Adjust seniority signals and scope
4. Validate with the hiring manager
5. Publish through your ATS

Only step one is accelerated by ChatGPT; the rest remain human-led.

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# Resume Screening and Shortlisting Workflows

Resume screening often becomes inconsistent when reviewers prioritize different signals. ChatGPT helps by **normalizing information**, not by making decisions.

**Resume Normalization Workflow**

1. Copy resume text only (remove names and identifiers)
2. Define evaluation criteria first
3. Request structured summaries aligned to criteria

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Resume Normalization | Summarize this resume using the criteria below. Quote evidence from the resume for each criterion. Do not infer missing information. |

**Criteria-Based Resume Scoring**

Recommended criteria:

- Technical skill relevance (1–5)
- Role-specific experience (1–5)
- Problem scope handled (1–5)
- Gaps or unclear signals

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Resume Scoring | Score this candidate against each criterion on a 1–5 scale. Provide one sentence of evidence per score. Do not recommend hiring decisions. |

## Batch Resume Comparison

Limit comparisons to **5–10 resumes** using identical criteria.

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Batch Comparison | Compare these seven resumes against the same criteria. Output a ranked table with evidence-based notes. Highlight missing or weak signals. |

### Before vs After (PDF-Stable Table)

| Metric | Manual Screening | With ChatGPT Support |
| --- | --- | --- |
| Avg time per resume | ~6 minutes | ~1.5 minutes |
| Reviewer consistency | Low | Higher |
| Re-review requests | Frequent | Reduced |

*Illustrative examples; results vary by role and volume.*

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# Structured Interviews and Question Design

Unstructured interviews introduce inconsistency and bias. ChatGPT supports interview preparation by standardizing structure—not conducting interviews.

## Designing Interviews by Competency

Common competency categories:

- Core technical skills
- Problem-solving approach
- Communication clarity
- Ownership and decision-making
- Collaboration and feedback handling

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Interview Design | Design a structured interview for a mid-level frontend engineer. Map each question to a specific competency. Include both behavioral and technical questions. |

## Behavioral & Technical Questions

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Behavioral Questions | Generate behavioral interview questions to assess ownership and accountability. Focus on real situations, not hypotheticals. |
| Technical Questions | Create technical interview questions that test problem-solving depth, not memorization. |

## Follow-Up Probing

**Prompt Column**

| Purpose | Prompt |
| --- | --- |
| Follow-Ups | If a candidate gives a high-level answer, generate follow-up questions to test depth and decision reasoning. |

## Interview Scorecards

Recommended fields:

- Competency score (1–5)
- Evidence from answers
- Risks or concerns
- Topics to validate later

ChatGPT converts raw notes into structure; humans finalize evaluations.

# Streamlining Post-Interview Notes

Post-interview notes are often rushed and inconsistent. ChatGPT helps structure—not judge—these inputs.

### Post-Interview Summary Workflow

1. Collect notes immediately
2. Remove subjective language
3. Focus on observable evidence
4. Ask ChatGPT to structure output

### Prompt Column

| Purpose | Prompt |
| --- | --- |
| Post-Interview Summary | Summarize these interview notes into strengths, concerns, and open questions. Do not recommend hiring decisions or rankings. |

## Hiring Manager Briefs

### Prompt Column

| Purpose | Prompt |
| --- | --- |
| Manager Brief | Convert these interview notes into a one-page hiring manager brief using the structure provided. |

## Aligning Multiple Interviewers

### Prompt Column

| Purpose | Prompt |
| --- | --- |
| Consolidation | Combine these three interview summaries into a consolidated evaluation. Highlight agreement and disagreement points. |

# Risks, Bias, and Compliance Considerations

AI tools can introduce risk if used without controls. Most avoidable issues stem from vague inputs or missing safeguards, while the model itself can reflect bias from its training data.

## Bias Risk Mitigation

Best practices:

- Remove names, photos, and demographic data
- Define job-related criteria upfront
- Use evidence-based scoring
- Require human review before decisions

### Prompt Column

| Purpose | Prompt |
| --- | --- |
| Bias Control | Evaluate this resume only against the listed criteria. Ignore background, education prestige, or assumptions. |

## Data Privacy Guidelines

- Do not paste contact details or IDs
- Avoid salary or compensation data
- Use anonymized resume text
- Follow internal data retention policies

## Legal and Compliance Awareness

Legal requirements vary by country and region. Practical safeguards include:

- Documenting where ChatGPT is used
- Keeping humans in final decision loops
- Avoiding automated rejection decisions
- Maintaining audit trails

## Communicating AI Use Internally

- Explain what ChatGPT is used for
- Clarify what it does *not* decide
- Share approved prompts and workflows

Clear communication prevents misuse and builds trust across hiring teams.